

Health Care Assistant Certification Application Packet

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Important Social Security Number Information:

You are required by state and federal law to provide a social security number with your application. If you do not have a social security number at the time you send in this application, contact the Customer Service Center at 360.236.4700 for more information.

A U.S. Individual Taxpayer Identification Number (ITIN) or a Canadian Social Insurance Number (SIN) cannot be substituted.

In order to process your request:

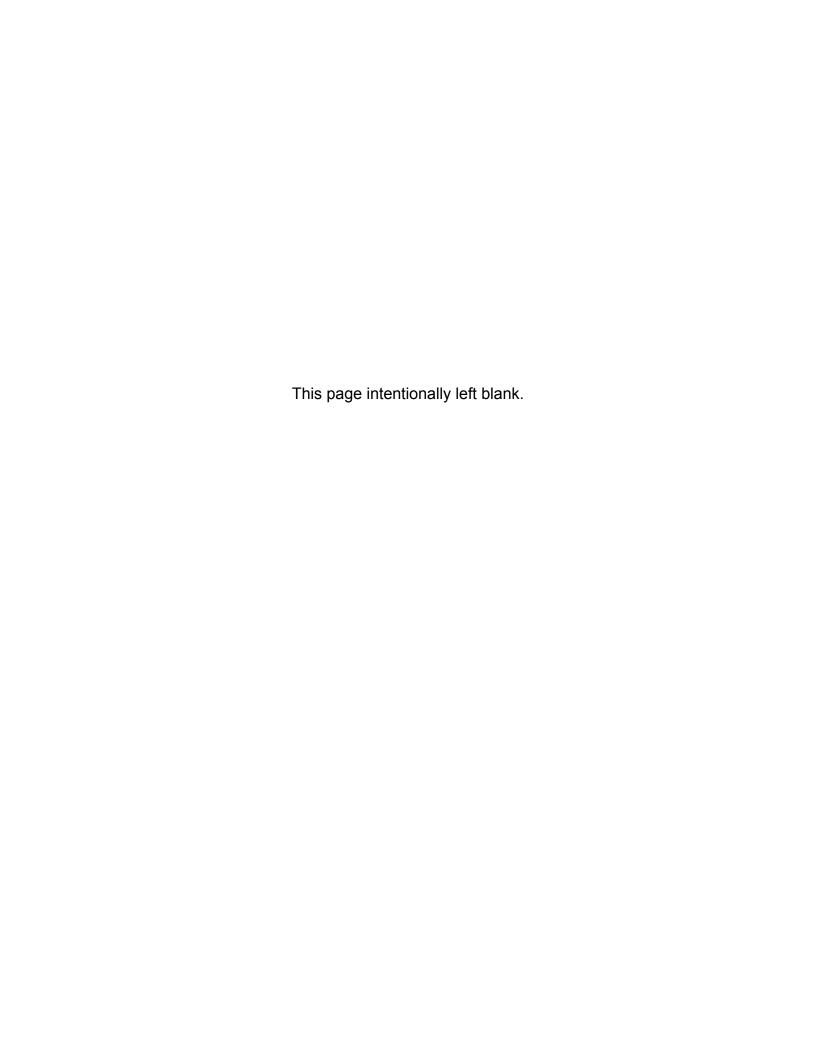
Mail your application with initial documentation and your check or money order payable to:

Department of Health PO Box 1099 Olympia, WA 98507-1099 Send other documents not sent with initial application to:

Health Care Assistant Credentialing PO Box 47877 Olympia, WA 98504-7877

Contact us:

360.236.4700





Health Care Assistant Certification Education Requirements for Categories A through F

Washington Administrative Code, chapter 246-826, specifically, <u>WAC 246-826-130</u> through <u>WAC 246-826-180</u> identify categories A through F. Each category identifies the education, work experience, and training required for the specific category.

The Department of Health requires an official transcript.

Note: If your transcripts do not clearly identify that you have taken all of the required courses, provide course description(s) identifying which classes in your transcripts covered those subjects.

WAC 246-826-130 Category A minimum requirements.

Category A, to perform venous capillary blood draw; administration of oral, topical, and nasal vaccines.

Education: High school education or equivalent. No additional education is required.

WAC 246-826-140 Category B minimum requirements.

Category B, to perform arterial blood draw; administration of oral, topical, and nasal vaccines.

Education: Minimum high school education or equivalent with additional education to include but not be limited to anatomy, physiology, concepts of asepsis, and microbiology.

WAC 246-826-150 Category C minimum requirements.

Category C, to perform intradermal (including skin tests), subcutaneous, and intramuscular injections for diagnostic agents; administration of oral, topical, and nasal vaccines and approved drugs restricted to topical, rectal, oral, otic, ophthalmic, or inhaled routes.

Education: One academic year of formal education at the post-secondary level. Education shall include, but not be limited to, anatomy, physiology, basic pharmacology, concepts of asepsis, and microbiology.

WAC 246-826-160 Category D minimum requirements.

Category D, to perform intravenous injections for diagnostic agents; administration of oral, topical, and nasal vaccines.

Education: Two academic years of formal education at the post-secondary level. Education shall include, but not be limited to, anatomy, physiology, basic pharmacology, mathematics, chemistry, concepts of asepsis, and microbiology.

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WAC 246-826-170 Category E minimum requirements.

Category E, to perform intradermal (including skin tests), subcutaneous, and intramuscular injections for therapeutic agents; administration of oral, topical, and nasal vaccines and approved drugs restricted to topical, rectal, oral, otic, ophthalmic, or inhaled routes.

Education: One academic year of formal education at the post-secondary level. Education shall include, but not be limited to, anatomy, physiology, pharmacological principles and medication administration, mathematics, concepts of asepsis, and microbiology.

WAC 246-826-180 Category F minimum requirements.

Category F, to perform intravenous injections for therapeutic agents; administration of oral, topical, and nasal vaccines.

Education: Two academic years of formal education at the post-secondary level. Education shall include, but not be limited to, anatomy, physiology, pharmacological principles and medication administration, mathematics, chemistry, concepts of asepsis, and microbiology.

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Health Care Assistant Certification Education Requirement Category G Hemodialysis

Category G may perform:

- Venipuncture for blood draw
- Administration of oxygen as necessary by cannula or mask
- Venipuncture or placement of fistula needles
- Connect to vascular catheter for hemodialysis
- Administration of oral, topical, and nasal vaccines
- Intravenous administration of heparin and sodium chloride solutions as an integral part of dialysis treatment
- Intradermal, subcutaneous, or topical administration of local anesthetics in conjunction with placement of fistula needles
- Intraperitoneal administration of sterile electrolyte solutions
- Heparin for peritoneal dialysis

Washington Administrative Code, chapter 246-826, specifically, WAC 246-826-301, WAC 246-826-302, and WAC 246-826-303 identify category G, minimum requirements to perform hemodialysis, minimum training standards for mandatory hemodialysis technician training programs, and minimum standards of practice and core competencies of hemodialysis technicians.

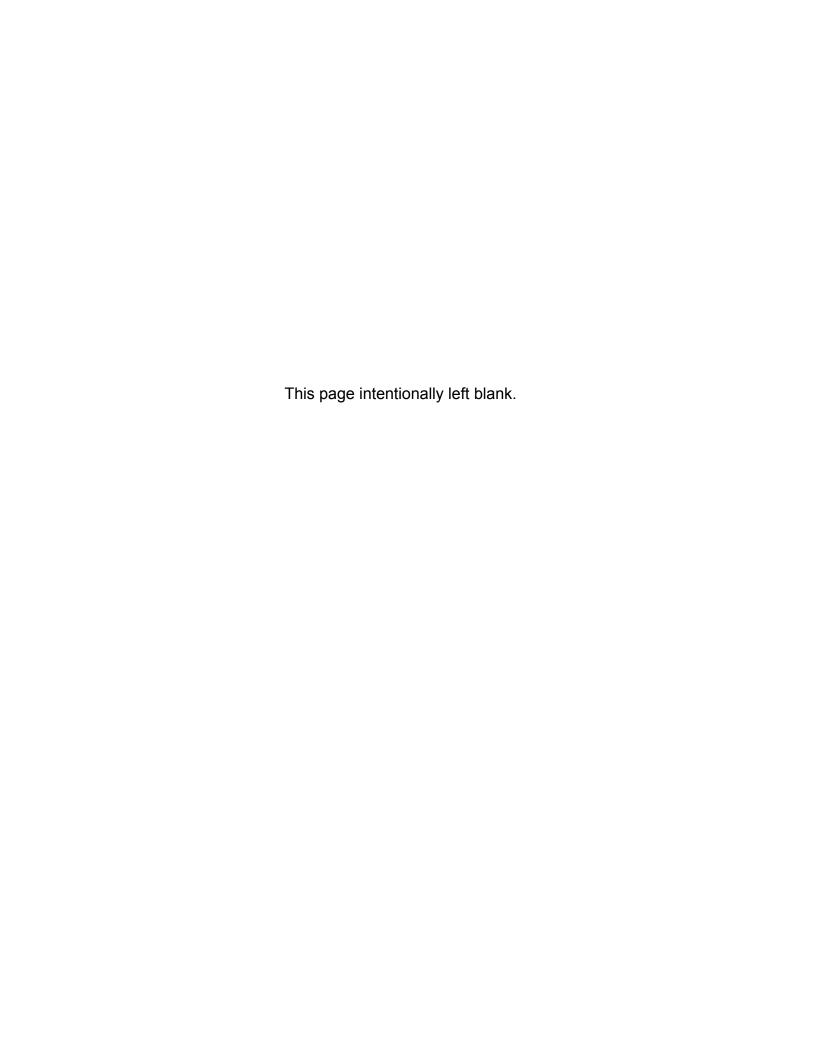
The Department of Health requires verification from the Preceptor that you:

- completed six to eight weeks of training in both didactic and supervised clinical instruction, as required by **WAC 246-826-302**.
- meet the minimum standards of practice and core competencies of hemodialysis technicians as required by <u>WAC 246-826-303</u>.

<u>WAC 246-826-301</u> Hemodialysis technician, category G minimum requirements to perform hemodialysis.

<u>WAC 246-826-302</u> Minimum training standards for mandatory hemodialysis technician training programs.

<u>WAC 246-826-303</u> Minimum standards of practice and core competencies of hemodialysis technicians.





Application Instruction Checklist

Important background check information: Washington State law authorizes the Department of Health to obtain fingerprint-based background checks for licensing purposes. This check may be through the Washington State Patrol and the Federal Bureau of Investigation (FBI). This may be required if you have lived in another state or if you have a criminal record in Washington State. This would be at your own expense.

All information should be typed or printed clearly in blue or black ink. It is your responsibility to submit the required forms.

Application Fee: (This fee is non-refundable). You can check the online fee page for current fees.
 Categories: Please indicate categories you wish to apply for. See Education Requirements for definitions of categories.
 1: Demographic Information:

 Social Security Number: You must list your social security number on your application. Please call the Customer Service Center at 360.236.4700 if you do not have one.

Legal Name: List your full name: first, middle, and last.

Definition of Legal Name: "Legal name" is the name appearing on your official certificate of birth or, if your name has changed since birth, on an official marriage certificate or an order by a court. The court must have legal authority to change your name. We may ask you to prove your legal name. If you use any name other than your legal name on this form, your application may be denied.

Birth date: Provide the month, day, and year you were born.

Birth place: Provide the city, state and country where you were born.

Address: List the address we should use to send any information on your license. Be sure to include the city, state, zip code, county, and country. This will be your permanent address—with Department of Health until we have been notified of a change, See **WAC 246-12-310**.

Phone, Fax and Cell Numbers: Enter your phone, fax and cell numbers, if you have them.

Email: Enter your email address, if you have one.

Other Name(s): Indicate whether you are known or have been known under any other names. If you have a name change, you must notify the Department of Health in writing. You must include proof of this change. See <u>WAC 246-12-300</u>.

Facility/Delegator: The delegator must be a medical doctor (MD), osteopathic doctor (DO), podiatric doctor (DPM), physician assistants (PA), advanced registered nurse practitioner with prescriptive authority (ARNP) or naturopathic doctor (ND) licensed in Washington State. Delegator name, license number and expiration date must be listed.

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2: Personal Data Questions:
All applicants must answer the same personal data questions. They are focused or your fitness to practice the essential skills of this profession.
If you answer "yes" to any questions in this section, you must provide an appropriate explanation. You must provide the documentation listed in the note after the questions. If you do not provide this, your application is incomplete and it will not be considered.
 Question 5 includes misdemeanors, gross misdemeanors and felonies. You do not have to answer yes if you have been cited for traffic infractions. You can obtain copies of court records through the county courthouse where the conviction, plea, deferred sentence, or suspended sentence was entered.
 Another jurisdiction means any other country, state, federal territory, or military authority.
3: Training and Education
List in date order your training and education. If you need more space, attach a piece of paper. For categories B, C, D, E or F, we require official transcripts be sent directly from your school to the Department of Health.
4: Experience
List in date order your professional work experience. Attach additional pages if you need more space.
5: Other License, Certification, or Registration
List all states, including Washington State, where credentials are or were held. Specifically list credentials granted by examination, endorsement, or grandparented.
An Out-of-State Credential Verification form is enclosed and must be sent to each state you listed. Enter your full name and birth date at the top of the form so the state can identify you. Also contact each state board listed for any fees they may charge for processing the verification.
6: Preceptor Attestation for Hemodialysis Technician
The preceptor supervises, trains, or observes a student giving direct patient care in a dialysis facility. The preceptor must be a medical doctor (MD), osteopathic doctor (DO), advanced registered nurse practitioner with prescriptive authority (ARNP) or registered nurse (RN) licensed in Washington State. Preceptor name, license number and expiration date must be listed.
7: Aids Education and Training Attestation
Read the AIDS education and training attestation. AIDS training may include self-study, direct patient care, courses, or formal training. A minimum of seven hours is required. Course content can be found in

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9: Medication and Diagnostic Agent List
For categories A, B, C, D, E, F, and G, list medication and the specific route.
10: Applicant Attestation and Signature
You must sign and date this for us to process the application.
We appreciate your interest in obtaining a credential. You will be notified in writing if

Notice to Spouses and Registered Domestic Partners of Military Personnel Transferring to Washington

further documentation is required.

Under a new state law, a spouse or registered domestic partner of military personnel transferring to Washington may receive his or her health professional license more quickly. In order for us to do this, please complete the additional form found at the military resources page and include supporting documentation with your application.

Instructions for Current and Former Servicemembers Requesting Evaluation of Military Training and Experience Toward Meeting Washington Credentialing Requirements

The Department of Health licenses health care professionals in accordance with state laws and requirements. Under a new state law passed in 2011, people with military training and experience may count their training and experience towards certain civilian health care profession credentialing requirements if the state determines it is substantially equivalent to the state's standards.

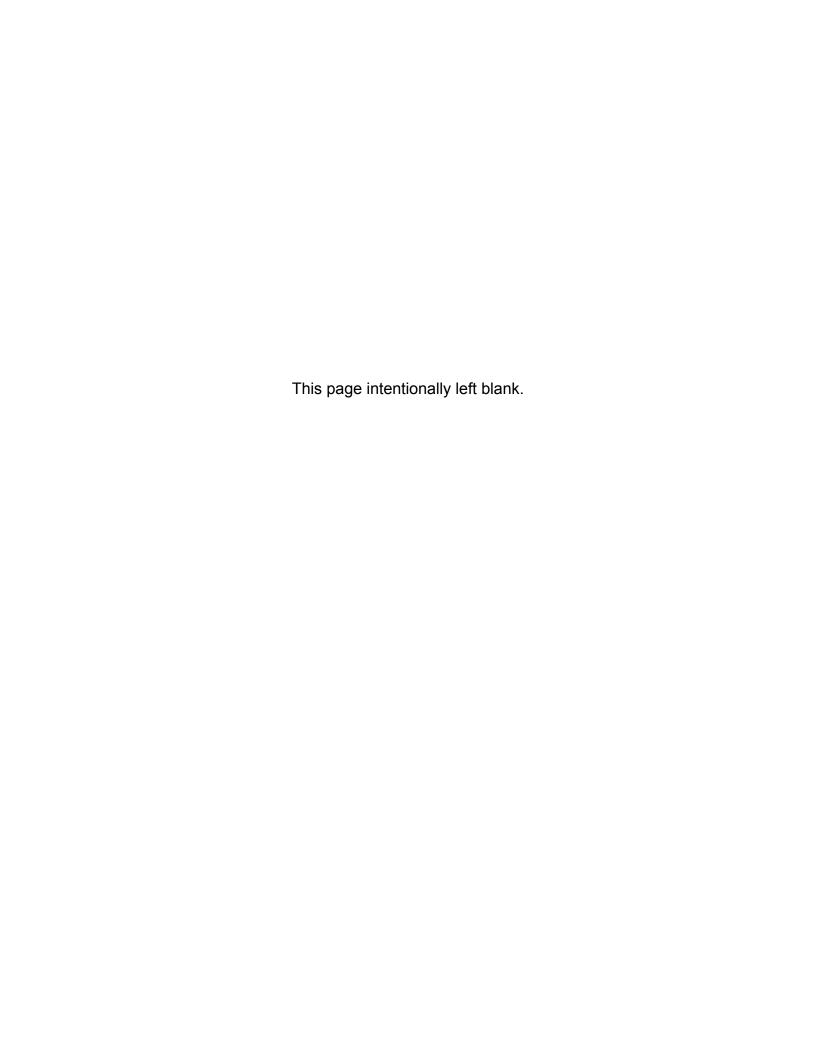
Please complete the additional form found at <u>the military resources page</u> and include supporting documentation with your application.

Other Information:

Criminal history checks are conducted for all license applicants. If you answered yes to any of the personal data questions, please submit the appropriate supporting documentation as indicated on the application. If your application is incomplete, you will be mailed a letter regarding the deficiencies.

- The application is considered incomplete if requested information is left blank.
 Write N/A or place a line through section instead of leaving blank.
- The initial certification will expire two years from the date of issuance.
- Certifications must be renewed every two years as provided in chapter
 <u>246-12 WAC, Part 2</u>. A courtesy renewal notice will be mailed to your
 address on record. You must keep your address current with us. Any renewal
 postmarked or presented to the department after midnight on the expiration
 date is late.
- Information regarding the home care aid program is available on our <u>Web site</u>.

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Background Check Stamp Here

Date Stamp Here

Revenue: 0252150000

Application for Certification as a Health Care Assistant							
Categories (check all that apply) Se	ee <u>Educa</u>	tion F	<u>Requirements</u>	for def	initions	of categorie	S.
 □ A. Venous capillary blood draw, administration of oral, topical, and nasal vaccines. □ B. Arterial blood draw, administration of oral, topical, and nasal vaccines. □ C. Skin tests and injections for diagnostic agents and administration of oral, topical, and nasal vaccines and approved drugs restricted to □ D. Intravenous injections for diagnostic agents of oral, topical, and nasal vaccines. □ D. Intravenous injections for diagnostic agents, administration of oral, topical, and nasal vaccines. □ D. Intravenous injections for diagnostic agents, administration of oral, topical, and nasal vaccines. □ D. Intravenous injections for diagnostic agents, administration of oral, topical, and nasal vaccines. □ D. Intravenous injections for diagnostic agents, administration of oral, topical, and nasal vaccines. □ D. Intravenous injections for diagnostic agents, administration of oral, topical, and nasal vaccines. □ D. Intravenous injections for diagnostic agents, administration of oral, topical, and nasal vaccines. □ D. Intravenous injections for diagnostic agents, administration of oral, topical, and nasal vaccines. □ D. Intravenous injections for diagnostic agents, administration of oral, topical, and nasal vaccines. □ D. Intravenous injections for diagnostic agents, administration of oral, topical, and nasal vaccines. □ D. Intravenous injections for diagnostic agents, administration of oral, topical, and nasal vaccines. □ D. Intravenous injections for diagnostic agents, administration of oral, topical, and nasal vaccines. □ D. Intravenous injections for diagnostic agents and administration of oral, topical, and nasal vaccines. □ D. Intravenous injections for diagnostic agents and administration of oral, topical, and nasal vaccines. □ D. Intravenous injections for diagnostic agents and adm							
1. Demographic Information	n						
Social Security Number (If you do not	have a so	cial se	ecurity number,	, see ins	tructions	s)	
Name Mr. First Ms.		Middle			Last		
Birth date (mm/dd/yyyy)		0:4		Place o		0	
		City			State	Country	
Address				City			
State			Zip Code	(County		
Phone (enter 10 digit #)		Fax (e	nter 10 digit #)		Cell (er	nter 10 digit #)	
Email Address:	l						
Have you ever been known under any oth If yes, list name(s):	ner name(s)?					
Will documents be received in another na If yes, list name(s):	ıme?						
	Facility/D)elega	tor Information				
Facility Name							
Facility Mailing Address							
City			State				
Zip code			County				
Delegator is (Check One)	O DP	M 🔲	PA ARNP/	PR Auth	ority 🔲 I	ND	
Delegator Name							
Delegator License Number				License	Expiration	n Date	
	For Office Use Only						
Credential #			Issue Date				

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2.	Personal Data Questions	Yes No	
1.	Do you have a medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety? If yes, please attach explanation		
	"Medical Condition" includes physiological, mental or psychological conditions or disorders, such as, but not limited to orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disabilities, emotional or mental illness, specific learning disabilities, HIV disease, tuberculosis, drug addiction, and alcoholism.		
	If you answered yes to question 1, explain:		
	1a. How your treatment has reduced or eliminated the limitations caused by your medical condition.		
	 How your field of practice, the setting or manner of practice has reduced or eliminated the limitations caused by your medical condition. 		
	Note: If you answered "yes" to question 1, the licensing authority will assess the nature, severity, and the duration of the risks associated with the ongoing medical condition and the ongoing treatment to determine whether your license should be restricted, conditions imposed, or no license issued.		
	The licensing authority may require you to undergo one or more mental, physical or psychological examination(s). This would be at your own expense. By submitting this application, you give consent to such an examination(s). You also agree the examination report(s) may be provided to the licensing authority. You waive all claims based on confidentiality or privileged communication. If you do not submit to a required examination(s) or provide the report(s) to the licensing authority, your application may be denied.		
2.	Do you currently use chemical substance(s) in any way which impair or limit your ability to practice your profession with reasonable skill and safety? If yes, please explain		
	"Currently" means within the past two years.		
	"Chemical substances" include alcohol, drugs, or medications, whether taken legally or illegally.		
3.	Have you ever been diagnosed with, or treated for, pedophilia, exhibitionism, voyeurism or frotteurism?		
4.	Are you currently engaged in the illegal use of controlled substances?		
	"Currently" means within the past two years.		
	Illegal use of controlled substances is the use of controlled substances (e.g., heroin, cocaine) not obtained legally or taken according to the directions of a licensed health care practitioner.		
	Note: If you answer "yes" to any of the remaining questions, provide an explanation and certified copies of all judgments, decisions, orders, agreements and surrenders. The department does criminal background checks on all applicants.		
5.	Have you ever been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or a sentence deferred or suspended as an adult or juvenile in any state or jurisdiction?		
	Note: If you answered "yes" to question 5, you must send certified copies of all court documents related to your criminal history with your application. If you do not provide the documents, your application is incomplete and will not be considered.		
	To protect the public, the department considers criminal history. A criminal history may not automatically bar you from obtaining a credential. However, failure to report criminal history may result in extra cost to you and the application may be delayed or denied.		

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2.	P	ers	sonal Data Questions (Cont.)			res	No
	a.		e you now subject to criminal prosecution or pending charges of a sdiction				
Note: If you answered "yes" to question 5a, you must explain the nature of the prosecution and/or charge(s). You must include the jurisdiction that is investigating and/or prosecuting the charges. This includes any city, county, state, federal or tribal jurisdiction. If charging documents have been filed with a court, you must provide certified copies of those documents. If you do not provide the documents, your application is incomplete and will not be considered.							
	b.		ou answered "yes" to question 5a, do you wish to have decision of the prosecution and any appeals are complete?				
6.		Po	rou ever been found in any civil, administrative or criminal proceessessed, used, prescribed for use, or distributed controlled substags in any way other than for legitimate or therapeutic purposes?	ances or legend			
	C.	Vic	rerted controlled substances or legend drugs?lated any drug law?escribed controlled substances for yourself?				
7. Have you ever been found in any proceeding to have violated any state or federal law or rule regulating the practice of a health care profession? If "yes", please attach an explanation and provide copies of all judgments, decisions, and agreements?							
8.		-	ou ever had any license, certificate, registration or other privilegesion denied, revoked, suspended, or restricted by a state, federal	-			
9.			ou ever surrendered a credential like those listed in number 8, in action by a state, federal, or foreign authority?				
10			you ever been named in any civil suit or suffered any civil judgme ence, or malpractice in connection with the practice of a health ca				
3.	Tr	ain	ing and Education				
			order your training and education. Attach additional pages if you	need more space			
			Full Name, City and State/Schools Attended	Degree Earned	Attender		e ing Date
					Entrance Bate	Liidi	ing Date

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4. Expe	rience							
List in date o	rder your work experience. Attacl	n additional pa	ges if you	need more space	e.			
N	ame and Location of Institution	From (mm/dd/yy)	To (mm/dd/yy) Type o	Type of Experience or Speciality			
5. Other	r License, Certificatio	on, or Reg	ıistrati	ion				
	s, including Washington, where cr	, .	<u> </u>					
State/Jurisdiction	Credential Type		Cre	dential	Method of I			
	,,	Year	Issued	Number	Exam Endorse	Grandparented		
6. Prece	eptor Attestation for	Hemodial	ysis T	echnician-	-Category	G Only		
	modialysis technician, category C ment of knowledge skills to deter			•	on(s), and			
	·							
Ι,	Prece	eptor Name—T	vpe or Pri	nt				
(Wh	o supervises, trains, or observes stu	ident providing o	lirect patie	nt care in a dialysis	s facility or center)			
verify th	nat							
·	natH	lemodialysis Tech	nician—Typ	e or Print				
	ted six to eight weeks of training	in both didaction	c and sup	ervised clinical ir	struction, as			
require	d by <u>WAC 246-826-302</u> .							
Signati	ure of Preceptor			Date				
						-		
Precep	tor License #			Expirati	ion Date			

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Alus Euuca	tion and Traini	ing Attestatio)[]		
and treatment of a infection control of	mpleted the minimum AIDS, which included t guidelines, clinical mar id psychosocial issues	the topics of etiology nifestations and treat	and epidemiolog ment, legal and e	yy, testing and cou ethical issues to inc	nseling,
submit those reco	ust maintain records do ords to the department license may be deni	t if requested. I unde	rstand that shou	uld I provide any	
			ı		
School curriculun Employer/Other	n			Applicant's Initials	Date
_					
	.				
Delegation (of Procedures				
l,	Delega	ator Name—Type or Pri	int		,
	(Must be an MD, DC	D, DPM, PA, ARNP/PR au	uthority, or ND)		
verify that					
		n Care Assistant Name	,,		
documentation of sthis individual. Any	the authority to perforn specific medications/dia alteration to the medic assistant's signatures	agnostic agents and cation list will be prov	routes of adminis	stration are author	ized for
	care assistant has met		ional, clinical trai	ning, instruction, a	nd work
I certify appropriate delegated.	e supervision will be pr	rovided to the health	care assistant in	carrying out the p	rocedure
Original Signature	of Delegator		Date		

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9. Medication and Diagnostic Agent List—Categories A, B, C, D, E, F, and G

Any changes of the medication list must be reported to the Department of Health within **30** days following the change. Additional medication/diagnostic agents may be listed on additional pages.

Note: Oral vaccines can be administered by all categories. Medications can only be administered by categories C and E, as set in RCW 18.135.130.

Medications/Diagnostic Agents to be Administer	ed Include	VIA (Route)	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
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16			
17			
18			
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26			
27			
28			
29			
30			
I attest this health care assistant has demonstra	ted initial c	ompetency to administer the drugs liste	d above.
Delegator Name (Type or Print)		Health Care Assistant Name (T	ype or Print)
Original Signature of Delegator Da	te (Original Signature of Health Care Assistant	Date

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WAC 246-826-100 remains in effect regarding the administration of vaccines by a health care assistant: http://apps.leg.wa.gov/WAC/default.aspx?cite=246-826-100.

WAC 246-926-200 remains in effect regarding drug injections which may be administered by health care assistants categories C, D, E or F:

http://apps.leg.wa.gov/WAC/default.aspx?cite=246-826-200.

Effective July 22, 2011, legislation amends the scope of practice of health care assistants to allow only categories C and E to administer certain drugs:

Per RCW 18.135 Amended Section:

The administration of drugs by a health care assistant is restricted to oral, topical, rectal, otic, ophthalmic, or inhaled routes administered pursuant to a written order of a supervising health care practitioner. The drugs authorized for administration under this section are limited to the following:

Over-the-counter drugs that may be administered to a patient while in the care of a health care practitioner are: benadryl, acetaminophen, ibuprofen, aspirin, neosporin, polysporin, normal saline, colace, kenalog, and hydrocortisone cream.

Nonover-the-counter unit dose legend drugs that may be administered to a patient while in the care of a health care practitioner are: Kenalog, hydrocortisone cream, raglan, compazine, zofran, bactroban, albuterol, xopenex, silvadene, gastrointestinal cocktail, fluoride, 1mx cream, emla, lat, optic eyes, oral contrast, and oxygen.

1	0_	Applica	ant's	Attes	tation
	v.	ADDIIC	aiil Ə	ALLES	lation

	declare under nenalty	of perjury under the law	s of the state of
',	, accidic dilaci perially	or perjury arraor the law	o or the state of
Name of Applicant			
Washington that the following is true and co	rract.		
washington that the following is true and co	111 0 01.		

- I am the person described and identified in this application.
- I have read RCW 18.130.170 and RCW 18.130.180 of the Uniform Disciplinary Act.
- I have answered all questions truthfully and completely.
- The documentation provided in support of my application is accurate to the best of my knowledge.

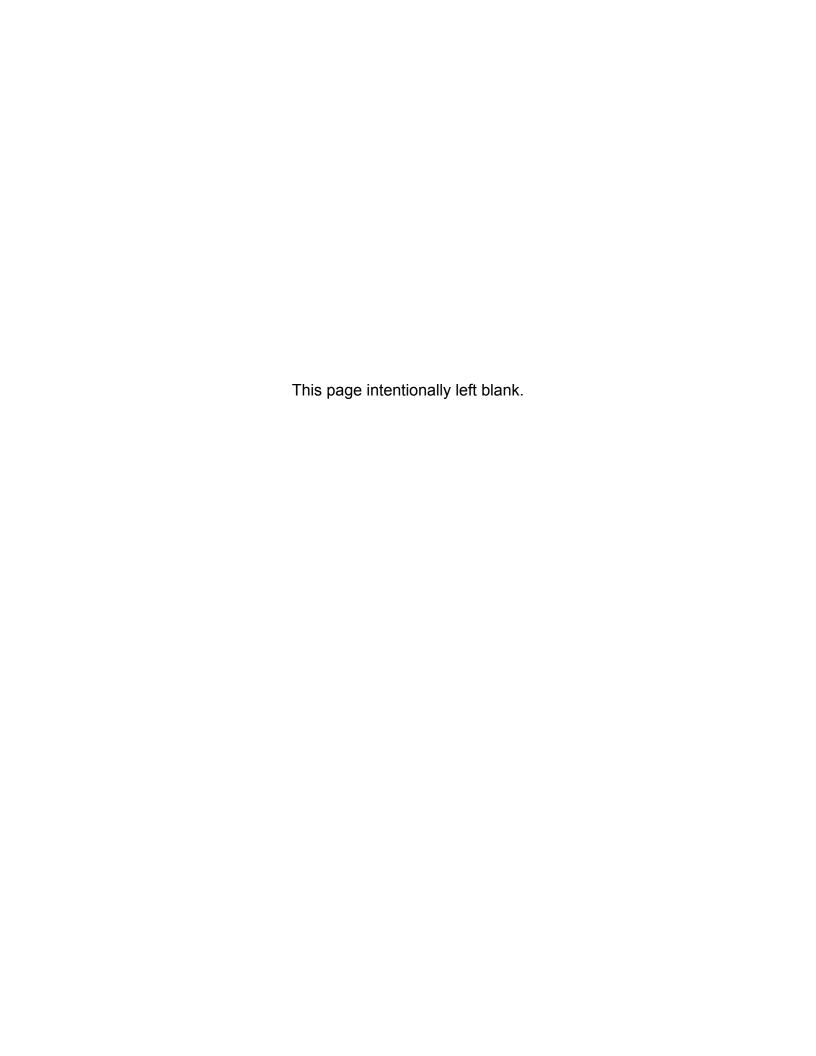
I understand the Department of Health may require more information before deciding on my application. The department may independently check conviction records with state or federal databases.

I authorize the release of any files or records the department requires to process this application. This includes information from all hospitals, educational or other organizations, my references, and past and present employers and business and professional associates. It also includes information from federal, state, local or foreign government agencies.

I understand that I must inform the department of any past, current or future criminal charges or convictions. I will also inform the department of any physical or mental conditions that jeopardize my ability to provide quality health care. If requested, I will authorize my health providers to release to the department information on my health, including mental health and any substance abuse treatment.

Dated _	at		
	mm/dd/yyyy	City, state	
by:			
,	Original Signature of Applicant		

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Out-of-State Credential Verification

To Applicant:

Please complete this side of form and send it to the state(s) and/or jurisdiction(s) where you are or have been licensed, certified, or registered. Instruct them to return the form directly to the address listed below. Licensing agencies normally charge a fee to verify a credential, please check in advance to help expedite this process. This form may be duplicated.

Name: Last	First Middle		
Mailing Address			
City		State	Zip Code
Any other names used:			
Credential Number			Date Issued

Have the licensing agency return this completed form to the address listed above.

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(To be Completed by the Regulatory Agency)

Please complete this form regarding the applicant listed on the reverse. Submit the completed form and any other requested material directly to this office at the address on the reverse. We will not accept the form if submitted by the applicant. Thank you.

Name of credential holder:				
Authority providing verification:	(state, name & title)			
Applicant was credentialed by:	Date:	Score:		
☐ Written Examination				
Name of examination:				
Other Examination	Date:	Score:		
Name of examination:		1		
Is credential current: Yes	☐ No Expiration	Date:		
Is this individual considered to	oe in good standing in y	our state? Yes No		
If "no", please attach explanation	n.			
Has this credential ever been d	enied?			
•	ended? Yes No			
	evoked? Yes No			
Surrendered? ☐ Yes ☐ No Reinstated? ☐ Yes ☐ No				
		r documentation of action taken.		
If this credential holder has been requirements and is currently in	-	· · · · · · · · · · · · · · · · · · ·		
(CEAL)	Signat	ure:		
(SEAL)				
	Title:			
	 Date:			

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RCW/WAC and Online Web Site Links

RCW/WAC Links	
Uniform Disciplinary Act	<u>RCW 18.30</u>
Administrative Procedure Act	<u>RCW 34.05</u>
Health Care Assistant Law	RCW 18.135
Health Care Assistant Rules	WAC 246-826
On-line	
AIDS Training Resources	eference Page
Health Care Assistant	<u>Web Page</u>
List-Serv	
To receive emails regarding important health care assistant information, please join our interested parties at	<u>List-Serv</u>